



Undergraduate Change of Program Request

Return to:
MSOE Registrar's Office
1025 North Broadway
Milwaukee, WI 53202-3109

Room: CC-377
Phone: (414) 277-7215
Fax: (414) 277-6914
Scan and email:
registrar@msoe.edu

Name _____ Student number _____

Student signature _____ Date _____

Program information

Please note that not all requests to make changes to an academic degree program are approved. Students are encouraged to bring a copy of their unofficial transcript with them when they meet with the appropriate program director to discuss their request.

Current program _____

I want to change my program to _____

Grade Point Average Adjustment (optional for change of program)

When you change academic programs, you have the option of having grades for certain courses removed from the calculation of your grade point averages. Your new program director will determine which courses do not meet academic requirements in the new program, and those will be removed from your GPA. You also will lose the credit for those courses, which may affect your grade level. Not all students benefit from this option.

Your signature is required to choose this option _____

Approvals

Approval of program director or chair of the program into which you are seeking admission _____

Notes (Optional):

If you are an international student attending MSOE on a student visa, you must obtain the International Student Advisor's signature prior to submitting this form. Signature _____ Date _____

For Registrar Use Only
Previous PD and Chair notified _____